

Adversary Case Opening

- Step 1** Click on the **Adversary** hyperlink on the CM/ECF Main Menu Bar.
- Step 2** The **ADVERSARY EVENTS** screen appears (See Figure 16-1).

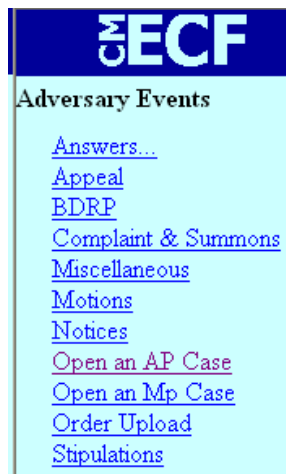


Figure 16-1

- Click on the **Open an AP Case** hyperlink.
- Step 3** The **CASE DATA** screen appears (See Figure 16-2).
- Accept the default, click **[Next]**.

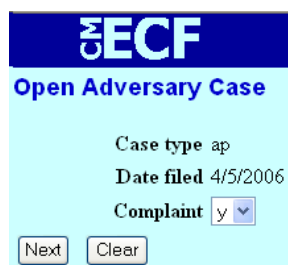


Figure 16-2

- Step 4** The **Request to Enter Lead Case Number** appears (See Figure 16-3).

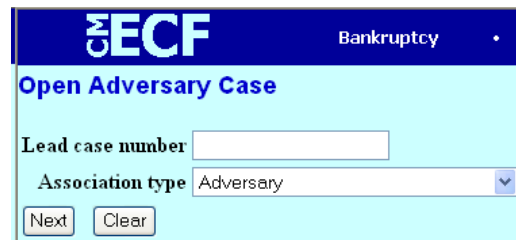


Figure 16-3

- Enter lead case number. The association type is defaulted to Adversary. **Do not change the default.**
- Click **[Next]**.

The adversary case will be assigned to the same divisional office and Judge based on the lead case number.

- Click **[Next]**.

- Step 5** The **Search for a Plaintiff** screen appears (See Figure 16-4).

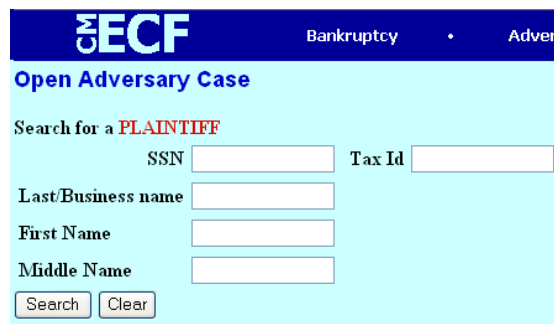
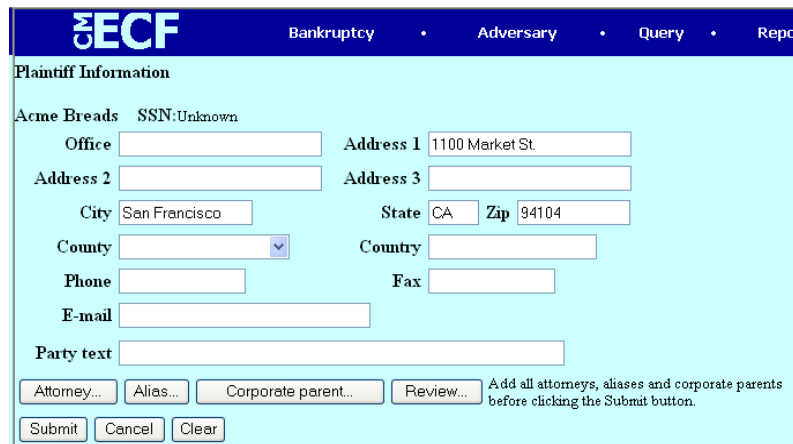


Figure 16-4

- Search for the "Plaintiff" by business name, SSN or Tax ID. Click **[Search]**.
- Select the party from list or create new party.

Step 6 The **Plaintiff Information** screen appears (See Figure 16-5).



ECF Bankruptcy • Adversary • Query • Report

Plaintiff Information

Acme Breads SSN:Unknown

Office Address 1 1100 Market St

Address 2 Address 3

City San Francisco State CA Zip 94104

Country Country

Phone Fax

E-mail

Party text

Attorney... Alias... Corporate parent... Review... Add all attorneys, aliases and corporate parents before clicking the Submit button.

Submit Cancel Clear

Figure 16-5

- Enter **Role in Bankruptcy Case** from pick list.
- Add yourself as the attorney for the party.
- Select **Add Attorney**.

Step 7 The **Search for Attorney** screen appears (See Figure 16-6).

- Search for your name. Enter **Last Name** and/or **BAR ID**.

Note: You may need to insert a zero ("0") preceding the BAR ID if a match is not found.

- Select the attorney name from the list.



ECF

Search for an attorney

Bar Id

Last name

Search Clear

Figure 16-6

- Select **[Add Attorney]**.
- Click **[Submit]**.

Step 8 The **Search for a Plaintiff** screen reappears (See Figure 16-4).

- If there are additional plaintiffs, continue to add the plaintiffs until they are all included in the case. Click **End plaintiff selection**.

Step 9 The **Search for a Defendant** screen appears (See Figure 16-7).

Figure 16-7

- Search for the “Defendant” by business name, SSN or Tax ID. Click **[Search]**.
- Select the party from the list or create a new party.
- Click **[Submit]**.

Step 10 The **Defendant Information** screen appears (See Figure 16-8).

Figure 16-8

- Enter **Role in Bankruptcy Case** from pick list.

- Click **[Submit]**.

Step 11 The **Search for Defendant** screen reappears (See Figure 16-7).

- If there are additional defendants, continue to add the defendants until they are all included in the case. Click **End defendant selection**.

Step 12 The **STATISTICAL DATA** screen appears (See Figure 16-9).

The screenshot shows the 'Open Adversary Case' form with the following fields and values:

Field	Value
Party code	3 U.S. not a Party
Rule 23 (class action)	n
Jury demand	None
Demand (\$000)	
State law	n
Primary nature of suit	none
Second nature of suit	none
Third nature of suit	none
Fourth nature of suit	none
Fifth nature of suit	none

Buttons: Next, Clear

Figure 16-9

- Complete the statistical information. The primary nature of suit ***must be selected first***. If there are additional nature of suits, please select from the applicable pick list. Up to five *Nature of Suit* codes can be entered for an adversary.

Note: If one of the Nature of Suits is Objection/revocation of discharge, select this as the Primary nature of suit.

- State law is for entry of an existing substantive issue of state law.

Note: The following question will display. Please enter the applicable answer.

Step 13 ***Is the plaintiff the trustee? Please enter [y or n].***

If you answer **[Y]** ***skip to Step 14.***

If you answer **[N]** the following question will appear.

Is the plaintiff a debtor or child support creditor? Please enter [y or n].

If you answer **[N]** *skip to Step15.*

Step 14 If you answer **[Y]** that the plaintiff is a trustee, the following question appears:

Are you paying the filing fee now? Please enter **[y or n]**.

If you answer **[N]** the following reminder appears:

You must file an application to defer filing fee in this adversary immediately after the complaint has been filed.

- Click **[Next]**.

Step 15 Select browse to associate the PDF of the complaint only; mark “Y” for the *radio button attachments to documents*. Click **[Next]**.

- Select browse and attach the PDF of the AP cover sheet for the complaint.
- Select AP cover sheet as the attachment type. Click **[Add to List]**.
- Select browse and attach the PDF of the Summons. Select Summons as the attachment type. Click **[Add to List]**. Click **[Next]**.

Note: In the ***Oakland and San Francisco Divisions only***. ***DO NOT DOCKET*** the “Discovery Order.” The court will mail a copy of the order with the “Summons Issued” to the attorney.

Note: The fee amount appears.

- Click **[Next]**.
- Click **[Next]**.

Note: The final docket text appears.

- Click **[Next]**.
- Submit payment.

The Complaint appears in both the adversary and the base cases.